Criteria to Determine Record Status

If the answer is "Yes" to any of the following questions, the document is not a record.

Is it a draft or interim document that has not been circulated for review or does not contain substantive comments and for which there is a final version being maintained?	**Yes** ▸	**Not a record** 🚫

No ↓

Is it a document, e-mail, or correspondence with only transitory value not requiring retention beyond 6 to 12 months?	**Yes** ▸	**Not a record** 🚫

No ↓

Is it a copy of a document, e-mail, or correspondence kept only for convenience of reference on which no action is taken?	**Yes** ▸	**Not a record** 🚫

No ↓

Is it information accumulated and maintained, but has no effect on the transaction of your program business?	**Yes** ▸	**Not a record** 🚫

No ↓

Is it junk mail or documentation that has no work-related informational or evidentiary value?	**Yes** ▸	**Not a record** 🚫

No ↓

The document is a record.